

## **ORGANIZATIONAL CHARTS**

Section 27 of the FY 2007 Budget Bill requires that the Department of Budget and Management (DBM) submit to the Department of Legislative Services (DLS) organizational charts by department, unit, agency, office, and institution that depict the allocation of personnel across operational and administrative activities

In order to accommodate this requirement, agencies are requested to submit organizational charts to DBM with their budget submissions that depict the allocation of personnel (contractual and permanent) at the appropriated program **and** at least one level below the program so that the allocation of personnel can be identified at functional and/or field office levels. In most instances, an organizational chart should include multiple levels within an appropriated program.

Agencies may develop the organizational charts in the most convenient software product (Excel, Word, etc) so that an electronic version can be forwarded to the Office of Budget Analysis for compilation and delivery to DLS. Agencies should submit the electronic file to Kurt Stolzenbach at [kstolzen@dbm.state.md.us](mailto:kstolzen@dbm.state.md.us) no later than the budget submission date. *DBM is responsible for forwarding these charts to DLS. Agencies should not submit the files directly to DLS.*

If you have additional questions, please contact Kurt Stolzenbach at 410-260-7416 or your assigned DBM budget analyst.